Retirement Announcement Template

Dear [Employee's Name],

After [Number] years of dedicated service, we announce the well-deserved retirement of [Employee's Name], [Employee's Title]. [Employee's Name] has been an integral part of our [Company/Organization Name], contributing greatly to our success and growth.

We invite you to join us in celebrating [Employee's Name]'s accomplishments and bidding them farewell at a retirement party on [Date] at [Venue]. Your presence will make this occasion even more memorable.

RSVP by [RSVP Date] at [RSVP Contact Information] to ensure a spot at this heartfelt event.

Warm regards,